

**STATE UNIVERSITIES CIVIL SERVICE SYSTEM**  
**HUMAN RESOURCE DIRECTORS ADVISORY COMMITTEE**  
**MEETING NOTES**  
**April 29, 2011**

The Human Resource Directors Advisory Committee convened on April 29, 2011 at 10:00 a.m. in the conference room of the State Universities Civil Service System Office, 1717 Philo Road, Suite 24, Urbana, Illinois. Mr. Morelock welcomed those attending the meeting and asked each person to state their name and university or agency affiliation.

The following persons were in attendance at the meeting: Bob Lael, University of Illinois at Springfield; Mark Owens, University of Illinois at Springfield; Robbie Witt, University of Illinois at Urbana-Champaign; Maureen Parks, University of Illinois Administration; Deb Stone, University of Illinois Administration; Jamie Painter, University of Illinois Administration; Eric Smith, University of Illinois Administration; Alicia Lowery, University of Illinois at Urbana-Champaign; Leslie Arvan, University of Illinois at Urbana-Champaign; Khrista Clevenger, Illinois State University; Rhonda Wybourn, Northern Illinois University; Sandy Bowman, Eastern Illinois University; Penny McCarty, Southern Illinois University School of Medicine; Angie Tippy, Southern Illinois University School of Medicine; Jennifer Watson, Southern Illinois University Carbondale; Debra Bigger, University of Illinois School of Medicine at Peoria; Pulchratia Kinney-Smith, Governors State University; and Jo Woodard, University of Illinois at Chicago.

The following persons were in attendance via teleconference: Pam Bowman, Western Illinois University; Mirta Mendez, University of Illinois at Chicago; Anniese Lemond, University of Illinois at Chicago; Vicki Baba, Illinois Student Assistance Commission; Renee Mitchell, Chicago State University; Sherrie Senkfor, Southern Illinois University Edwardsville; and Pam Coogan, Illinois Community College Board.

Also present from the University System office were: Lewis T. (Tom) Morelock, Executive Director; Bryan Perrero, Assistant Director, Legal Services; and other University System office staff members.

Meeting participants were asked to present agenda items. The University System office also presented several agenda items and a list of current activities. Following are the items that were discussed at this meeting.

**1) Update on Pilot Program Sub-Committee Activities**

This subcommittee had not met since the last HRDAC meeting. The University System office informed the Committee that this program is scheduled to discontinue in the fall 2011, so some modification may be necessary to the employment protocols regarding these classifications.

**The University System office once again confirmed that these classifications in this program would continue to exist in the Classification Plan, but that certain employment protocols may have to be modified in accordance with standardized civil service guidelines.** The credentials assessment model and scoring parameters for entry into these classifications would continue. However, there was some question regarding register maintenance and removal of candidates. The Committee was provided some basic headcount numbers detailing the use of these Pilot Program classifications across the entire University System. The Committee was also provided information on the incorporation of these credential assessment exams into E-test, and which current IT classes would be consolidated under each Pilot Program classification. *The University System office will be further developing procedural changes and e-test modifications to incorporate these classifications into our standardized classification plan. Another Pilot Program Sub-Committee meeting will be held soon and additional information will be provided at the next HRDAC meeting.*

**2) Review of Recent Legislative Actions to amend the State Universities Civil Service Act**

The Committee was updated on the legislative action proposed during the first few weeks of the new legislative session, specifically an amendment to SB 1150. A copy of the proposed legislation was provided. This proposal was intended to address the audit findings at the University of Illinois at Chicago (UIC), regarding the number of Principal Administrative Appointments (PAAs) that were inappropriately exempted. This legislative proposal would require the Merit Board, through the University System office, to approve each exemption under section 36(e) of the act. This legislative proposal was passed by the Senate and is in the House Executive Committee. There has been some attempt to modify and clarify the language in this bill. Senator Sullivan, the Senate sponsor, and Representative Dunkin, the House sponsor, have been contacted in an attempt to amend the current language of this bill.

The Committee voiced their concern and disapproval of this proposal. The University System office provided a recap of last year's Senate inquiry into this topic. The University System office also presented a summary of the findings at UIC, and other locations, regarding this topic. It was noted that the Merit Board could take action to withdraw exemption authority from any employer or all employers at any time, but had not taken any such action to date. It was suggested that a much higher degree of accountability be established in this respect. The University System office provided a recap of the legislative activities surrounding SB 1150.

**3) Update on the development/transition of Exemption Procedures to Administrative Rules**

The Merit Board recently took action to initiate the rulemaking process in transitioning the Exemption Procedures Manual to formal administrative rules. A copy of the current Exemption Procedures Manual was provided and reviewed. The Committee discussed in detail a draft of the proposed rule and procedural changes. Specific modifications to the original proposal were suggested to several sections, most specifically to Section 3 of the Manual. *The University System office will review and may incorporate many of the recommendations. Further information will be provided at the next meeting.*

**4) Other University System office Activities**

The Committee was updated on various University System office activities including:

- *Class Plan Update* – The Committee was briefly informed of current activities regarding the upgrade of class specifications and examinations. A list of several other class plan activities was presented and discussed.
- *Budget Update* – The Committee was informed of the current agency budget status and the presentation of the FY 2012 agency budget proposal to IBHE. The very poor economic climate indicates a fairly dismal budget year ahead. Like many other employers, the University System office has built reserves in their FY 2011 budget in response to the poor economic environment.
- *Audit Schedule* – The Committee was informed of the audit schedule for the current fiscal year. The Committee was informed that the Final Audit Report for each institution will be posted at the SUCSS public website. The University System office indicated that these documents were open to the public anyway and that they have received a greater number of Freedom of Information Act requests for these.
- *Legal Update* – Bryan Perrero provided a brief update of legal activities. The Committee was updated on the status of various discharge cases. He also informed the Committee of Employee Advisory Committee activities, noting their recent By-Law change which will not allow videoconferencing or teleconferencing at any of their meetings. He also informed the Committee of P.A. 95-455, which requires public employers to sign benefit participatory agreements with craft/trade groups prior to employing these craft/trade applicants on a part-time basis. This must be in place prior to employing these crafts/trades applicants in a civil service extra help, or other temporary employment capacity.

## 5) **Meeting Schedule**

The next Committee meeting is scheduled for Friday, July 29, 2011. Committee members were urged to present any new agenda items.